



eWorking Copies

Frequently Asked Questions (FAQs)

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1. Can I electronically submit working copies for the judge / commissioner?

Yes. Working copies of your documents for a judge, commissioner, or other appropriate judicial officer may be electronically submitted through the Clerk's eFiling application. LCR 7(b) governs the submission of working copies.

2. I have a deadline and would like to use the Clerk's eWorking Copies service. Do I need to build in extra time? When are my electronic working copies considered received?

You do not need to build in extra time to meet your deadline ([other than the time required to submit via eWorking Copies](#)) if you choose to use the Clerk's eWorking Copies service. Your working copies are considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply, regardless of whether you are submitting them electronically via the Clerk or in paper form.

3. Is it hard to use/submit eWorking Copies?

No. Since it is a component of our eFiling Application, it operates in the same manner by having the user select files to upload. In addition, the user has the option to add proposed orders and other documents not part of the original e-filing submission. Even



with multiple documents, most submissions to eWorking Copies should take only a few minutes.

4. Can I just e-mail my working copies to the judge directly?

No. Parties may not e-mail electronic working copies of their document directly to a judge, commissioner, or judicial department. Acceptable methods for the delivery of working copies are outlined in LCR 7(b).

5. Can I still submit working copies in paper form?

Yes. Electronic filing of working copies is not mandatory. If you prefer to continue to submit the judge's working copies in paper form you may do so, pursuant to LCR 7(b).

6. Can I submit other documents to a judge/commissioner using the eWorking Copies component?

No. eWorking Copies is not a "stand alone" way to deliver documents to judges or commissioners; at least one document must be part of an e-filing related to a hearing (calendar or judge) in order to access the eWorking Copies component.

7. How will my electronically submitted working copies be delivered? Does this mean that the judge/commissioner will read the working papers on his/her computer? How will they look?

The Clerk's office will print your working copies in the manner specified by you in the eWorking Copies component. The component will also allow you to specify what tabs, if any, should be inserted. The printed working copies will be bound with either binder clips or three-ring binders depending on the size of the document and the requirements of the judge or department.

8. Is there a fee for electronically submitting working copies?

Yes. As per LGR 30(C) the Clerk will assess a fee for the electronic submission of working copies. There is a \$20 fee per submission. This service fee enables the clerk's office to print, tab, assemble and deliver working copies based on the instructions you will provide during the working copies process of the eFiling Application.

9. What is the advantage of using the Clerk's Office eWorking Copies service?

- It is done as a part of the eFiling process thus saving time.



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- It replaces trips to the courthouse by you, your staff or messenger service saving time and valuable resources.
- It provides guaranteed delivery times to judges and commissioners.

10. Can all types of working copies be submitted electronically?

No. eWorking copies submissions in which any document exceeds 500 pages must be submitted in paper form only and cannot be electronically delivered. Also, working copies for motions heard on the Trial by Affidavit Calendar shall be submitted in paper form pursuant to LCR 7.

11. Is there a size limit on submissions to eWorking copies?

There is a 500 page limit per document.

12. How can I confirm that my electronically submitted working copies have been delivered?

Once you have completed your working copies submission, you will be presented with a confirmation page that you may either save to your computer or print for your records. The confirmation page will confirm the documents that you submitted as working copies, as well as the date and time your submission was received.

13. I am an attorney in solo practice. Won't this require investment in a lot of expensive new equipment and/or software?

No, assuming you have a computer with:

- Web access (a high speed connection is recommended);
- An active e-mail account; and,
- The ability to convert your documents into the accepted formats: [.pdf](#) or [.tiff](#). *

If you need to convert documents from paper to an electronic format, a scanner will be necessary.**

** Adobe Acrobat or widely available "freeware" programs such as Cute PDF will convert almost all types of document files into .pdf format. Also, most pre-installed scanner software will allow you to save a scanned image in .tiff format.*



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14. When will my working copies be delivered? Is there an expedited service?

We guarantee delivery to the court within 24 hours (not counting weekends or court holidays). However, on submissions with a hearing date on the day following the date of submission, the working copies will be delivered by 1:00 PM if received by NOON. If working copies are received after NOON for a hearing the following day, they will be delivered by 8:00 AM the following day. There is not an expedited service at this time.

FAQ's -- Mechanics of submissions

15. How do I get into the eWorking Copies component after opening a new case?

After opening a new case, go to the EFiled home page and go to **My Cases**→ **Status**. Then click on the “WC” (Working Copies). This will bring you to the start of the eWorking Copies component.

16. I was interrupted in the midst of my eWorking Copies submission and when I went back to it, I had to log in again. What happened?

The eWorking Copies component will disconnect after 15 minutes of inactivity. You may log back in to the eFiled Application and go to MY CASES →STATUS. Click on the “WC” in the far right column. This will allow you to resume where you left off.

17. Can I submit color copies of scanned originals (photos, charts, etc...)?

We will print your eWorking Copies on a high-resolution color printer so any color in the file (such as highlighting or photographs) will be reproduced. Be aware that photographs which have been printed and then scanned or copied and converted back to electronic files will lessen in quality with each subsequent scan. To ensure the highest color print quality, we request that you send the original electronic file.

18. I clicked the BACK button on my browser and lost some information that I had entered. Why?

If you are within the eFiled application or the eWorking Copies component, you may go back one screen by using the button labeled “PREVIOUS”. Use of your browser’s BACK button can result in errors.



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- 19. At the E-FILED DOCS/ADD FILES screen, I used the PREVIOUS button and it took me back to the case # screen and I lost all my uploads. How can I avoid this next time?**

If you realized you have uploaded a file in error, delete the upload with the **DELETE** button. You will be allowed to change the order later in the program.

- 20. At the SUBMITTER INFO screen, should I enter my contact information or the attorney's contact information?**

This information would be used should the clerk's office need to contact someone regarding the submission. Ideally, it should be the person who made the submission or is the contact person in case of any problems.

- 21. I would like to have a copy of the signed order sent to our client. If I add her name to the distribution list is it available to opposing counsel?**

No, the distribution list is used by the clerk's office to create envelopes for returning copies of the signed order(s) and is seen only by clerk's office and judicial staff.